

TITLE: District Safety Manager

OCC CODE: 018

MAJOR DUTIES

Manages and administers the Safety and Occupational Health (S&OH) Program. Formulates District policies and provides program direction by issuing regulations, standards, and technical guides. Manages surveys, evaluations, studies, audits, and accident investigation/reporting. Serves as the district technical authority on S&OH.

1. Manages and administers the Safety and Occupational Health (S&OH) Program. Establishes the S&OH program according to Federal regulations. Develops program policies, procedures, and objectives for accomplishment of the S&OH Program. Develops and justifies resource requirements. Develops methods for providing S&OH support, evaluations, surveys, and studies of an unusual or complex nature requiring liaison with internal and external agencies and organizations. Evaluates status of progress toward meeting S&OH Program objectives and initiates appropriate actions. Interprets legal requirements of S&OH aspects of applicable guidelines and regulations, and initiates actions for correction of deficiencies. Plans, schedules, and establishes priorities of work. Initiates staffing actions for communicating or resolving new or continuing issues. Participates in the collection and preparation of data and quality assurance of reports of workers' compensation occupational accident/illness cases. Integrates S&OH Program with local management systems, mission, and applied programs. Manages and administers S&OH support for emergency management operations. Manages the health hazard inventory program to prevent health risk exposures. Manages S&OH surveys and Standard Army S&OH Inspections (S&OHI) of District facilities and activities to ensure compliance with statutory/regulatory requirements. Assesses contractor compliance with contractual S&OH requirements. Manages or oversees the Radiation Protection Program. Administers the District S&OH Awards and Promotion Programs. Provides staff assistance and monitors Fire Prevention and Protection Programs.

2. Interprets, recommends, or issues directions for the district's S&OH Training Program.

a. Interprets S&OH program policies, regulations, and standards to issue supplemental guidance for District implementation. Recommends or issues District policy or regulatory solutions to technical and managerial problems affecting the execution of the District mission. Recommends to higher headquarters the District's position on policies, regulations, standards, and technical guides. Researches and implements latest developments in S&OH by review of technical publications and independent research. Develops local operating procedures to supplement

regulations and manuals of higher echelons in the area of safety and occupational health. *b.* Establishes the S&OH education and training program requirements and oversees execution. Develops, evaluates, and revises training programs and courses to determine objectives, curricula, media, and methods of instruction. Incorporates state-of-the-art S&OH and related criteria, practices, standards, etc. into training. Provides training as an expert in the broad practice of S&OH. Educates managers and allied professionals by participation in conferences, committees, workshops, briefings, meetings, and through the development of written materials, and safety and health promotion campaigns. Gives technical instruction on S&OH subjects.

3. Serves as the District technical authority on S&OH. Provides expert consultation and advice to top management, staff, operating officials, and the union on S&OH management issues pertaining to a wide variety of complex industrial, operating, construction, and engineering work situations. Serves as the District and command representative (as designated) to professional committees, boards, and panels dealing with S&OH matters and the application of Federal, state, local, and national consensus standards (e.g., the American National Standards Institute or the National Fire Protection Agency). Consults with Federal, State, and local officials, industry groups, and manufacturers regarding the application and interpretation of S&OH guidelines, practices, and standards. Services in executive capacity to the District's S&OH professionals. Evaluates safety suggestions. Acts as expert witness regarding cases undergoing litigation, to include participating in hearings and at court, as required. Provides command and staff elements with risk assessment advice and consultation.

4. Manages surveys, evaluations, studies, audits, and accident investigation/reporting. Assesses District Manager's implementation of S&OH program elements through safety management evaluations. Performs non-routine S&OH surveys and evaluations as warranted. Performs risk assessment of the hazardous processes/conditions identified. Advises appropriate officials of methods of control or elimination of hazardous processes/conditions, including various available alternative measures. Monitors progress of corrective measures taken. Manages the Accident Investigation/Reporting System to ensure thorough investigation, timely reporting, and identification and implementation of corrective actions. Serves on the Board of Investigation to ensure thorough investigation, timely reporting, and identification and implementation of corrective actions. Serves on the Board of Investigation for serious accidents. Assesses cumulative findings of safety management evaluations and other safety and/or occupational health surveys and accident report to identify systemic issues/trends, and recommend corrective actions. Investigates employee S&OH complaints.

5. Supervises S&OH office employees. Plans work to be accomplished, establishes priorities and schedules for work completion. Evaluates the effectiveness of the program. Renders advice and counsel and gives instructions to employees on technical and administrative matters. Makes decisions on work problems presented by subordinates. Interviews applicants and makes final selection for vacancies. Approves expenses such as within grade increases and overtime. Resolves employee complaints, effects minor disciplinary actions, recommends awards and bonuses, and provides for needed training.

ADDITIVES

The following additives are specialized in nature. If the local district has the missions and functions covered by these additives, then portions or all of these additives should be inserted into the appropriate, previous, paragraphs 1 - 4 to assure the position description provides complete coverage of the duties being performed.

Additive-1. Oversees safety aspects of Civil Works Project Operations. Renders professional advice on hazards and precautionary actions associated with a wide variety of projects. Projects may include, but are not limited to the following high hazard and technically complex hired labor activities: *a.* Dredging, floating plant and marine activities; *b.* Locks, dams and navigation projects; *c.* Hydropower facilities; *d.* Recreation project operation and maintenance; *e.* visitor safety program; *f.* Boatyard and repair facilities; *g.* Levee slide repair and restoration; and *h.* Underwater diving. Reviews Activity Hazard Analyses and surveys corresponding operating activities to assure the proper application of appropriate safeguards and controls. Evaluates new, unique and evolving activities to develop or formulate controls. Assures that safety policy is incorporated into all operating plans and objectives. Assists in the development and implementation of training programs to assure that project personnel, including seasonal and temporary employees, have all applicable safety training. Prepares and implements procedures and guidelines applicable to complex operating activities, with emphasis on such issues as; employee qualifications and training, employee exposure to hazardous substances, control of hazardous energy, permit required spaces, respiratory protection, exposure to blood borne pathogens, personal protective equipment, fire prevention and protection, equipment operator licensing and testing, ergonomics, hazard communication, Environmental Review Guide for Operations (ERGO), and emergency incident response.

Additive-2. Oversees construction activities. Renders professional advice on accident hazards and methods of control. Surveys construction sites to observe actual construction and proper observance of safety rules and regulations. Evaluates and assures the application of safety policies

and criteria in all plans, designs, specifications, and training programs. Prepares and implements procedures and guidelines applicable to complex work operations and specialized heavy equipment use. Recommends and implements new techniques and methods, and resolves critical problems resulting from unique, changing work processes, and numerous hazardous human-machine relationships.

Additive-3. Serves as S&OH advisor to contracting officers. Develops or reviews scopes of work. Writes and revises contracts with emphasis on S&OH and environmentally-related issues. Reviews contract documents to assure S&OH interface. Develops and includes safety incentives in contracts and/or partnerships. Prepares Government cost estimates. Specifies qualifications of contractor safety personnel. Reviews, evaluates, and documents contractor safety performance.

Additive-4. Develops and manages the Employees' Health Program. Develops policy and manages the employee health unit. Administers or provides support to programs such as Drug and Alcohol Prevention, Employee Assistance, and Employee Wellness.

Additive-5. Provides expert S&OH technical and programmatic support of the District's environmental missions. Writes or reviews in-house, site-specific S&OH plans (e.g., HTRW, asbestos, lead). Reviews, modifies, and accepts contractor site specific S&OH plans, and other S&OH submittals. Monitors implementation of the plan and modifies, as required. Develops scopes of work (in-house & outside). Provides technical advice and guidance to in-house personnel executing environmental missions.

Additive-6. Develops and manages the District's Hazardous, Toxic and Radiological Waste (HTRW) Program. Provides support to the HTRW Center of Expertise (CX) and design District. Monitors the review of site specific safety and health plans, safety and occupational health submissions, HTRW plans and specifications, contract documents, and waiver requests. Supervises safety specialists and industrial hygienists providing HTRW S&OH technical assistance and quality assurance during remediation process. Manages the S&OH aspects of the HTRW investigative, design and remediation processes for regulatory compliance. Reports HTRW S&OH issues to the CX and higher headquarters. Serves as Radiation Protection Officer.

Additive-7. Oversees review of plans and specifications for compliance with safety codes. Consults with design, maintenance and operations personnel on safety measures in planning and designing new construction or alterations in buildings or equipment. Participates as the technical expert on S&OH matters during preconstruction meetings. Reviews plans and specifications related to construction, existing buildings, or equipment to determine compliance with safety

codes. Negotiates design changes not included in the original plan as needed to eliminate or control S&OH hazards, and comes to agreement on final plan that incorporates sound safety practices and measures. Provides technical recommendations for S&OH in the repair and maintenance of installation facilities and equipment. Develops S&OH related requirements for design specifications and for special clause language for incorporation into contracts. Provides on-site support related to design and construction problems. Provides oversight of S&OH related engineering design as the District technical authority.

Additive-8. Develops and manages the operation of the Occupational Health and Industrial Hygiene Programs. Develops and administers the Medical Surveillance Program. Manages programs such as bloodborne pathogens, hazard communication, ergonomics, hearing conservation, respiratory protection, and vision screening. Supports the Environmental Resource Guide for Operations (ERGO) Program.

Additive-9. Executes the District's Ordnance and Explosive Wastes (OEW) Safety Program, which includes design and execution. Manages the safety and health aspects of the OEW Response Program's investigative, design, and removal services for regulatory compliance. Provides safety support to the Center of Expertise (CX), higher headquarters, and USACE Commands. Monitors the qualified unexploded ordnance safety personnel's review of site plans, safety submissions, explosives safety waivers, and exemption requests. Supervises the OEW safety specialists providing explosives safety technical assistance and quality assurance during removal services.

Reports OEW safety issues to the CX and higher headquarters.

Additive-10. Manages and executes the District's Federal Employee Compensation Act (FECA) Program. Provides compensation cost containment and workers' compensation oversight.

Performs other duties as assigned.

FACTORS - GS 018-12

Factor 1, Knowledge Required by the Position - Level 1-7, 1250 Points

- Comprehensive knowledge of a wide range of safety and occupational health concepts, principles, and practices, laws, and regulations applicable to the performance of complex administrative responsibilities which requires the planning, organizing, directing, operating and evaluation of a safety and occupational health program.
- Knowledge of standards, procedures, methods, and techniques applicable to construction projects including construction equipment, materials, and utility systems.
- Sound technical knowledge sufficient to analyze safety design features and specifications, and develop new methods and procedures to identify or control hazardous construction processes and equipment usage.
- Knowledge of psychological and physiological factors sufficient to evaluate the relationship of an individual to the working environment and to motivate individuals to perform in a safe manner.
- Knowledge and skill sufficient to:
 - manage a safety and occupational health program with diverse but recognized hazards, achieving compliance with regulatory provisions and effectively communicating multiple safety and occupational health practice and procedures to staff and line personnel (e.g., construction of concrete water tanks and dredging projects).
 - modify or significantly depart from standard techniques in devising specialized operating practices concerned with accomplishing project safety and occupational health objectives (e.g., develop new methods, approaches, and procedures to the safety operations associated with such high risk projects, as well as be able to analyze and modify safety standards for the numerous other activities conducted within the district).

Factor 2, Supervisory Controls, Level 2-4 - 450 Points

- The supervisor provides administrative direction with assignments in terms of broadly defined safety and occupational health mission or functional goals.
- The safety and occupational health manager independently plans, designs and carries out

programs within the framework of applicable laws.

-As the safety and occupational health manager, the incumbent provides technical leadership. Work results are considered as authoritative and are normally accepted without significant change. If the work is reviewed, the review usually is focused on such matters as fulfillment of program objectives, effect of advice, or the contribution to the advancement of safety and occupational health management. Recommendations for changes in program direction or the initiation of new safety and occupational health management projects are usually evaluated for such considerations as availability of funds and other resources, relationship to broad program goals or national priorities.

Factor 3, Guidelines - Level 3-4 - 450 Points

-The principal guidelines are agency directives, regulations, and manuals. Additional guidelines include published safety and occupational health standards, professional journals, and findings of engineering research organizations. While the guidelines typically provide some limited assistance, the safety and occupational health manager must determine when new or revised criteria are needed to resolve complex safety and occupational health problems. The manager must vigorously seek information, often difficult to find, showing construction and maritime occupational mishap trends in the organization, adapting or modifying standards to control detected, hazardous working conditions.

Factor 4, Complexity - Level 4-5 - 325 Points

-As safety and occupational health manager, plans, directs, controls, and evaluates a complex program involving a broad range of high safety risk construction and maritime hazards.

-The employee applies new analytical processes to evaluate extremely difficult, changing work operations, specialized heavy equipment usage, safety training requirements, and public safety requirements for thousands of scattered visitors participating in many recreational activities.

-The safety and occupational health manager continually develops new, specialized safety techniques, measures and procedures to eliminate or control spectrum of dangerous working conditions and processes and recreational hazards in diverse environmental settings.

Factor 5, Scope and Effect - Level 5-4 - 225 Points

-The purpose of the position is to serve as a safety and occupational health manager: (1) analyzing and evaluating significant construction and supporting maritime activities in a large geographic area; (2) devising measures and alternative safety and occupational health procedures; and (3) controlling or eliminating risk to humans and hazards to property. The work requires the preparation and implementation of procedures and guidelines applicable to complex work operations and specialized heavy equipment use.

-The work efforts impact the entire _____ District operating components and affects the safety of employees, contractor workforce, and public visitors.

Factor 6, Personal Contacts - Level 6-3 - 60 Points

-Personal contacts include engineer and management representatives within the _____ District and from other Federal agencies and contract representatives, and safety engineers from the private sector.

Factor 7, Purpose of Contacts - Level 7-3 - 120 Points

-The purpose of the contacts at this level is to explain and define safety and occupational health program objectives and to ensure compliance with standards, regulations and sound, safe operating practices. The manager must gain the support of all District personnel and frequently with reluctant, skeptical contractors to incorporate safety changes in work procedures and to install new safety devices on equipment.

Factor 8, Physical Demands - Level 8-2 - 20 Points

-The work requires frequent visits to locks, dams and recreational areas and requires considerable standing, climbing, bending, stooping, stretching or similar movements. The work requires some degree of agility and dexterity when inspecting dams and construction sites.

Factor 9, Work Environment - Level 9-2 - 20 Points

-The work involves frequent exposure during inspection to construction hazards, a variety of machine and equipment operation, high level noises and temperature extremes.

TOTAL POINTS - 2920

FACTORS - GS-018-13

Factor 1, Knowledge Required by the Position - Level 1-8, 1550 Points

Expert knowledge of national safety and occupational health laws, policies, regulations and standards, operational directives and methodologies, and objectives sufficient to plan, develop, and implement District programs' requiring the provision of guidance, direction and technical assistance to the _____ District. Applies knowledge to evaluate safety and occupational health programs for federal employees engaged in diverse operations that include high risk construction, maritime occupations and recreation type facilities having potential for injury and death to employees and the general public.

-Knowledge of development in new and changing industries involving high-hazard risks to workers (i.e., asbestos, silica, solvents, pesticides) to advise, counsel and assist District managers in modifying their programs, methodologies, standards or regulations, criteria and policies to assure maximum protection to workers.

-Knowledge of Federal agency organizations, chain of command, policies, and standards regarding program objectives to ensure effectiveness of guidance and surveillance provided.

-Knowledge of and skill in communication and public relations techniques sufficient to represent the agency at conferences and meetings with Federal agencies and councils, employer/employee groups, unions, national industry organizations, inter-agency and special interest groups concerning program objectives and policies, special problems and issues.

-Practical knowledge of the techniques and procedures applied by practitioners in the several safety and occupational health specialty areas (i.e., fire prevention and related engineering techniques, industrial hygiene) sufficient to review, evaluate and advise on a range of safety and occupational health activities.

-Knowledge and skills sufficient to deal with unique processes or diverse operations (such as HTRW work, aviation, diving, OEW) offering critical and singularly hazardous exposures. Operates without standard guidance or direction.

Factor 2, Supervisory Controls, Level 2-4 - 450 Points

-The supervisor provides administrative direction with assignments in terms of broadly defined

safety and occupational health mission or functional goals.

- The safety and occupational health manager independently plans, designs and carries out programs within the framework of applicable laws.

- As the safety and occupational health manager, the incumbent provides technical leadership. Work results are considered as authoritative and are normally accepted without significant change. If the work is reviewed, the review usually is focused on such matters as fulfillment of program objectives, effect of advice, or the contribution to the advancement of safety and occupational health management. Recommendations for changes in program direction or the initiation of new safety and occupational health management projects are usually evaluated for such considerations as availability of funds and other resources, relationship to broad program goals or national priorities.

Factor 3, Guidelines - Level 3-4 - 450 Points

- The principal guidelines are agency directives, regulations, and manuals. Additional guidelines include published safety and occupational health standards, professional journals, and findings of engineering research organizations. While the guidelines typically provide some limited assistance, the safety and occupational health manager must determine when new or revised criteria are needed to resolve complex safety and occupational health problems. The manager must vigorously seek information, often difficult to find, showing construction and maritime occupational mishap trends in the organization, adapting or modifying standards to control detected, hazardous working conditions.

Factor 4, Complexity - Level 4-5 - 325 Points

- As safety and occupational health manager, plans, directs, controls, and evaluates a complex program involving a broad range of high safety risk construction and maritime hazards.

- The employee applies new analytical processes to evaluate extremely difficult, changing work operations, specialized heavy equipment usage, safety training requirements, and public safety requirements for thousands of scattered visitors participating in many recreational activities.

- The safety and occupational health manager continually develops new, specialized safety techniques, measures and procedures to eliminate or control spectrum of dangerous working

conditions and processes and recreational hazards in diverse environmental settings.

Factor 5, Scope and Effect - Level 5-4 - 225 Points

-The purpose of the position is to serve as a safety and occupational health manager: (1) analyzing and evaluating significant construction and supporting maritime activities in a large geographic area; (2) devising measures and alternative safety and occupational health procedures; and (3) controlling or eliminating risk to humans and hazards to property. The work requires the preparation and implementation of procedures and guidelines applicable to complex work operations and specialized heavy equipment use. Examples for level 5-5 could include HTRW, OEW, heavy construction, underwater diving, etc.

-The work efforts impact the entire _____ District operating components and affects the safety of employees, contractor workforce, and public visitors.

Factor 6, Personal Contacts - Level 6-3 - 60 Points

-Personal contacts include engineer and management representatives within the _____ District and from other Federal agencies and contract representatives, and safety engineers from the private sector.

Factor 7, Purpose of Contacts - Level 7-3 - 120 Points

-The purpose of the contacts at this level is to explain and define safety and occupational health program objectives and to ensure compliance with standards, regulations and sound, safe operating practices. The manager must gain the support of all District personnel and frequently with reluctant, skeptical contractors to incorporate safety changes in work procedures and to install new safety devices on equipment.

Factor 8, Physical Demands - Level 8-2 - 20 Points

-The work requires frequent visits to locks, dams and recreational areas and requires considerable standing, climbing, bending, stooping, stretching or similar movements. The work requires some degree of agility and dexterity when inspecting dams and construction sites.

Factor 9, Work Environment - Level 9-2 - 20 Points

-The work involves frequent exposure during inspection to construction hazards, a variety of machine and equipment operation, high level noises and temperature extremes.

TOTAL POINTS - 3220